

STATE TRAINING BOARD
GUIDELINES RELATING TO
INDUSTRY TRAINING ADVISORY BODIES 2005

Issued by the Minister for Education and Training under section 13 of the *Vocational Education and Training Act 1996*

1. Citation

These guidelines may be cited as the *State Training Board (Industry Training Advisory Bodies) Guidelines 2005*.

2. Interpretation

a. In these guidelines unless the contrary intention appears –

i. “industry area” means an area of industry that is classified as an industry area under the *Australian and New Zealand Industry Area Codes* published by the Australian Bureau of Statistics.

ii. “the Act” means the *Vocational Education and Training Act 1996*.

b. Unless the contrary intention appears, an expression that is used in the Act and in these guidelines has the same meaning in these guidelines as the expression has in the Act.

3. Application of these guidelines

These guidelines apply with respect to the functions of the Board in relation to industry training advisory bodies under sections 21 and 22 of the Act.

4. Industry training advisory body to be recognised in relation to each industry area

For the purposes of the guidelines to be issued under section 22(2) the Board is to recognise one industry training advisory body only, in relation to each industry area.

5. Criteria to be met by an ITAB

The guidelines to be issued by the Board in relation to recognition of an industry training advisory body with respect to an industry area under section 22(2)(a) of the Act are to state that recognition will be considered on the merits but special significance will be given to the following –

a) Membership of the association shall be open to employer, employee and professional/industry organisations of the industry area. Individuals who have proven expertise relevant to the industry area and those organisations whose core activity is education and/or training may participate.

- b) The rules or constitution of the association must provide for a balance of representation on the Board/Management Committee of the association. No one group of representatives can have an absolute majority on the Board/Management Committee.
- c) The association must have the resources and capacity to provide advice to the Board on –
 - (i) policy which aims to improve links between specific industry developments and vocational education and training so as to gain optimum employment opportunities for people and ensure the availability of appropriately skilled labour in the State;
 - (ii) policy relating to accreditation of courses, skills training programmes and qualifications, the registration of training providers and the recognition of skills;
 - (iii) policy relating to the prescribing of vocations for the purposes of training schemes;
 - (iv) the existing and anticipated supply and demand for skills in various industries, particularly expanding industries and industries which are experiencing or are expected to experience a shortage of skilled labour, and on proposed strategies to support such industries;
 - (v) strategic directions, policies and priorities for the State training system;
 - (vi) emerging national and State training issues;
 - (vii) the extent to which training services meet the current and future requirements of industry and the community, including the requirement for equal opportunity of access to those services;
 - (viii) any other matters as specified by the Minister under section 21(2)(e) of the Act in a direction given under that provision.
- d) The rules or constitution of the association must provide for the Board/Management Committee to be able to appoint sub-committees with specific or general terms of reference or action groups to deal with specific projects or to provide advice on matters relevant to the industry area or sector.
- e) The rules or constitution of the association must provide that the chair of the Board/Management Committee represents to the extent that it is practicable to do so the industry training advisory body without a conflict of interest in relation to any matters relating to provision of vocational education and training or the funding of vocational education and training.

6. Constitution to be approved by the Board

Industry training advisory bodies will develop their constitutions in accordance with current model approved by the Board.